

## OUTREACH NOTICE



## LOS PADRES NATIONAL FOREST

*For more information on the Los Padres National Forest, visit the Forest's website at [www.fs.fed.us/r5/lospadres](http://www.fs.fed.us/r5/lospadres)*

<b>TITLE:</b>	<b>Visitor Services Information Assistant</b>	<b>DUTY LOCATION:</b>	One vacancy Ojai Ranger District, Ojai, CA
<b>SERIES:</b>	GS-1001		
<b>GRADE:</b>	GS-04/05		NTE One Year

***Please respond by February 26***

The Los Padres National Forest will soon be filling a **Not to exceed 1 year** full time GS-1001-4/5 Visitor Services Information Assistant position on the Ojai Ranger District with a duty location of Ojai, CA. This notification is being circulated to inform prospective applicants of this upcoming opportunity and to determine interest.

**DUTIES:** This position serves as the primary contact to the public at a District Ranger Station. The incumbent ensures that the information desk is covered at all times, and answers the phone and radio. Greets visitors, and responds to a variety of inquiries regarding Forest Service activities, programs, exhibits, facilities, policies, regulations and functions. Provides the latest, most accurate and appropriate information to the public, including inventory and updates of road and trail conditions, publications, brochures, posters, and informational handouts for the public. Monitors and reports statistics such as visitor numbers and activities, and keeps abreast of unit issues. Serves as Collection Officer to sell forest permits and other items, such as maps and passes. Coordinates Interpretive Association book sales, including ordering, stocking, sales, quarterly inventory and reporting. Performs regular daily activities for the reception area, including but not limited to, daily opening and closing of the facility, raising and lowering the flag, routing mail, personnel updates, and maintaining the front desk and public area exhibits.

**To Apply:** This position will be advertised sometime following the close of the outreach period. When it is advertised you may acquire a copy of the announcement from the internet, at [USAJOBS](http://USAJOBS). You may also look on the Los Padres website [Los Padres National Forest](http://LosPadresNationalForest) for jobs that are in the outreach phase and/or are currently being advertised. ***Interested applicants are encouraged to submit the outreach form in order to be notified when the position is posted in USAJobs Website.***

**FOREST:** Los Padres National Forest encompasses approximately 1.75 million acres of central California's scenic coastal mountain ranges. The forest stretches across almost 220 miles from north to south and consists of two separate land divisions. The northern division is comprised of the very unique Big Sur coastal range descending steeply to the ocean on the west and to the Salinas Valley on the east. It is within Monterey County and northern San Luis Obispo County. The "main division" is unique in being a transverse east-west coastal range divided by the Sierra Madre Ridge and draining to the ocean on the south and to the Cuyama valley to the north. It includes lands within San Luis Obispo, Santa Barbara, Ventura and Kern Counties.

**Duty Location:** Ojai, California

Ojai is a community of over 7,000 people with a hospital, shopping, art galleries, numerous private schools, etc. The larger community of Ventura is within 20 miles of the District Office. Ventura has a population of over 100,000 people as well as two Hospitals, a Community College, a large shopping mall, etc. For information on the community of Ojai or Ventura, click <http://www.ci.ojai.ca.us/> or <http://www.cityofventura.net/>

2/12/2015

If you are interested in this opportunity and/or plan on applying for this vacancy on the Ojai Lucia Ranger District, please return this Outreach Response Form electronically to [ysaldana@fs.fed.us](mailto:ysaldana@fs.fed.us) or mail to Ojai Ranger District, 1190 East Ojai Avenue, Ojai, CA 93023 attn: District Ranger.

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2/12/2015

**OUTREACH RESPONSE FORM**  
**Visitor Services Information Assistant, GS-1001-04/05**  
**Los Padres National Forest**  
**Ojai Ranger District, CA**

**Please fill out entirely and return your completed response form by**  
**February 26, 2015**

**If you are interested in this opportunity and/or plan on applying for the permanent vacancy when advertised, please let us know by returning this Outreach Response Form to Acting District Ranger Yolanda Saldana at [ysaldana@fs.fed.us](mailto:ysaldana@fs.fed.us).**  
If you want more information please contact:

Acting Ojai Ranger District Contact: Yolanda Saldana  
Phone: (805) 646-4348  
Email: [ysaldana@fs.fed.us](mailto:ysaldana@fs.fed.us)

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_

If Current Federal Employee, Agency Employed With: \_\_\_\_USFS, \_\_\_\_BLM,  
\_\_\_\_OTHER (specify) \_\_\_\_\_

If Current Federal Employee, Type of Appointment: \_\_\_\_Permanent \_\_\_\_Temporary \_\_\_\_Term  
\_\_\_\_VRA \_\_\_\_PWD \_\_\_\_Other

Current FS Employee, Region/Forest/District: \_\_\_\_\_

Current Series and Grade: \_\_\_\_\_

Current Position Title: \_\_\_\_\_

If you are not a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following special authorities:

- \_\_\_\_ Person with Disabilities
- \_\_\_\_ Veterans Readjustment
- \_\_\_\_ Disabled Veterans with 30% Compensable Disability
- \_\_\_\_ Veterans Employment Opportunities Act of 1998
- \_\_\_\_ Former Peace Corps Volunteer
- \_\_\_\_ Pathways (Recent Graduate and PMF) Program
- \_\_\_\_ Other \_\_\_\_\_

How did you learn of this vacancy? \_\_\_\_\_

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*Thank you for your interest and response!*

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